



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

30 September 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 97-48

1. This CIL contains information on the following:

- a. Selectees for the Army Acquisition Workforce Tuition Assistance Program,
- b. Central Contractor Registration System,
- c. Improved Management of Undefined Contractual Actions,
- d. Transfer of Career Program 14 (CP-14) Functional Chief Representative (FCR) Responsibilities,
- e. Re-Opening of Application Window for AMSC Nonresident Course, and
- f. Contractor Bonds and Sureties.

2. Selectees for the Army Acquisition Workforce Tuition Assistance Program.

- a. Reference memo, SARD-ZAC, dated 2 September 1997, SAB (encl 1).
- b. The competitive selections for the Army Acquisition Tuition Assistance Program (ATAP) is provided. FORSCOM had individuals from Forts Carson, Irwin, and Lewis selected. Congratulations to all. For additional information, please contact Clyde Thomas at DSN 367-6372.

3. Central Contractor Registration System.

- a. Reference CIL 97-35, paragraph 3, Central Contractor Registration (CCR).
- b. The Department of Defense (DOD) has decided to delay the requirement that DOD contractors register with the

AFLG-PR

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Central Contractor Registration (CCR) database. Originally, unregistered contractors would have been ineligible for awards resulting from solicitations issued after 30 September 1997. Now, contractors will not be required to register until 31 March 1998. According to agency officials, the postponement will give the agency time to improve the process and reduce the administrative burden on vendors.

c. At enclosure 2 is the Central Contractor Registration (CCR) Application and the Financial Information For Contract Payment Form (Form EZ). Be reminded that contracts received by DFAS after 1 October 1997 that do not contain the Electronic Funds Transfer (EFT) provision will be returned to the contracting activity. For additional information, please contact Clyde Thomas at DSN 367-6372,

4. Improved Management of Undefined Contractual Actions.

a. Reference memo, SARD-PP, dated 31 July 1997, SAB (encl 3).

b. The DODIG recently published an audit report concerning improvements that are required in the management of undefined contractual actions (UCAs). This memo states that the summary of the findings/recommendations is also enclosed. Because the summary is marked "FOUO" and should not be released outside of the government, it has been omitted.

5. Transfer of Career Program 14 (CP-14) Functional Chief Representative (FCR) Responsibilities. Effective 19 September 1997, CP-14 responsibilities for the Army is transferred from Ms. Esther Morse to Mr. Edward Elgart, Acting Deputy Assistant Secretary for Procurement.

6. Re-Opening of Application Window for AMSC Nonresident Course. Reference email message, AFLG, dated 22 September 1997, SAB (encl 4). Due to the low number of nominations received for the next nonresident course (4 May 1998 - 23

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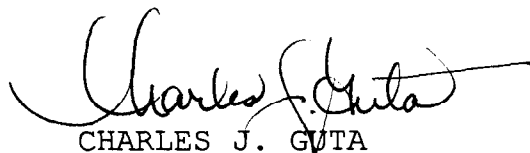
April 1999), the application window is reopened. All applications must be received by FORSCOM, ATTN: AFPI-CPR, NLT 8 December 1997. For additional information, please contact Clyde Thomas at DSN 367-6372.

7. Contractor Bonds and Sureties.

a. Effective 1 October 1997, Army contracting officers will no longer be required to send contractor Bonds and Sureties to Headquarters Department of the Army for a final review. The contracting officer and their supporting legal offices will do all reviews IAW AFARS 28.106-90 (1 Oct 97).

b. To assist you in performing these reviews the Contract Appeals Division has gathered in one place their "best practices" and suggestions on how to perform a quality review of bonds and sureties. Only one copy of this *Guide to Reviewing Bonds and Sureties* has been provided to each installation or activity, by memorandum dated 15 Sep 97, Subj: Review of Bonds and Sureties. If you did not receive a copy of the guide, contact your supporting legal office for a copy. If additional information is needed contact Ms. Sandra Bruner, DSN 367-6296.

4 Encls
as



CHARLES J. GUTA
Colonel, AC

Chief, Contracting Division, DCSL&R
Principal Assistant Responsible
for Contracting

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 97-48

DISTRIBUTION:

COMMANDERS,

III CORPS & FT HOOD, ATTN: AFZF-DOC

XVIII ABN CORPS & FT BRAGG, ATTN: AFZA-DC

FT RILEY, ATTN: AFZN-DOC

FT CARSON, ATTN: AFZC-DOC

JRTC & FT POLK, ATTN: AFZX-DOC

I CORPS & FT LEWIS, P.O. BOX 33931, ATTN: AFZH-DOC

3RD INF DIV (MECH) & FT STEWART, ATTN: AFZP-DC

101ST ABN DIV (AASLT) & FT CAMPBELL, ATTN: AFZB-DOC

FT DEVENS, ATTN: AFRC-FMD-DOC

FT DIX, ATTN: AFZT-DOC

10TH MTN DIV, FT DRUM, ATTN: AFZS-DOC

FT MCCOY, ATTN: AFRC-FM-DC

NATIONAL TRAINING CENTER & FT IRWIN, ATTN: AFZJ-DC

ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

REPLY TO
ATTENTION OF

0 2 SEP 1997

SARD-ZAC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Selectees for the Army Acquisition Workforce Tuition
Assistance Program

I am pleased to announce competitive selections for the Army Acquisition Tuition Assistance Program (ATAP) under the July 17, 1997 suspense. A listing of the selectees is attached. I am delighted to see such a large number of GS 1106 applicants committed to the progression of their careers. I ask that commanders and managers support these individuals in their educational programs. This organization is committed to the development of professionalism within the Army Acquisition Workforce.

Notification of selection and information on ATAP administration and funding procedures will be provided to the selectees or their training coordinators as soon as possible. In the interim, individuals may direct questions to Ms. Sue Winkler, (703) 805-1048, DSN 655-1048, E-Mail: winklers@aaesa.belvoir.army.mil or to the Acquisition Workforce Support Specialist (AWSS) supporting their command. AWSS names and telephone numbers may be found on the Internet at website: <http://www.dacm.sarda.army.mil>.

Please extend to the ATAP selectees my congratulations and best wishes for success in their educational programs.

KEITH CHARLES
Deputy Director
Acquisition Career Management

Attachment



Last Name	First Name	City	State
ADAMS	REBECCA	ALEXANDRIA	VA
ALBERT	PAMELA	FT KNOX	KY
ALPER	LINDA	FT MONMOUTH	NJ
ANDERSON-SAMUEL	LORI	ST LOUIS	MO
ASHMAN	JEANETTE	SACRAMENTO	CA
BABB	RICHARD	FT LEONARD WOOD	MO
BAKER	MABEL	MOBILE	AL
BALESTRACI	TERESA	FT LEONARD WOOD	MO
BLAKE	MALISSA	REDSTONE	AL
BONNER	ROSIE L	WRAMC	DC
BRADLEY	EILEEN	FT HUACHUCA	AZ
BUSBY	SYLVIA	FT LEWIS	WA
CATALDO	IONE	NEW ORLEANS	LA
CATCHINGS	GLORIA	FT LEWIS	WA
CERDA	JANE	KANSAS CITY	MO
CLARKE	LILLIAN	FT MONMOUTH	NJ
CLARK	TARA	FT EUSTIS	VA
COCKERHAM	WENDY	FT DETRICK	MD
COOPER	DOROTHEA	FT LEWIS	WA
COOPER	GARLAND	NORFOLK	VA
COX	MI	FALLS CHURCH	VA
DAVIS	EARNESTINE	WARREN	MI
DECKER	PATRICIA	WARREN	MI
DEEL	DOROTHY	WARREN	MI
DERHAY	MARY	FT MONMOUTH	NJ
DESOUSA	ROSE	FT MONMOUTH	NJ
DINGLE	CLAURICE	JACKSONVILLE	FL
DINOFA	HELENA	APG	MD
DODD	JERLENE	FT CARSON CO	CO
EDGERTON	JACQUELINE	FT LEWIS	WA
EMMONS	SHIRLEYAN	FT MONMOUTH	NJ
FELTSHERBERT	NORA	FT MONMOUTH	NJ
FLETCHER	JANICE	REDSTONE	AL
FRANZEN	ARTHUR	WARREN	MI
FREEMAN	CONNIE	FT LEAVENWORTH	KS
FULKERSON	JANICE	FT KNOX	KY
GALE	CRYSTALYN	ALEXANDRIA	VA
GAVINS	ADRIAN	GERMANY	
GENUNG	KIMBERLY	PICATINNY	NJ
GEORGE	RENEE	NEW YORK	NY
GERHARDT	WANDA	MOBILE	AL
GERKEN	MARIE	FT LEWIS	WA
GIBSON	SUZANNE	WARREN	MI
GOREE	PATRICIA	ALEXANDRIA	VA
GREEN	ROBIN	VICKSBURG	MS
HAESSIC	SARAH	FALLS CHURCH	VA
HALL	CYNTHIA	FT HUACHUCA	AZ
HARRISON	RHODA	NEWPORT NEWS	VA
HILL	LUTISHA	FT HUACHUCA	AZ
HOLMAN	RONDA P	FT MONMOUTH	NJ
JACKSON	JONIE	FT CARSON	CO
JACKSON	LILLIE	REDSTONE	AL
JACOBS	MORENIKA	FT LEWIS	WA
JAMES	TRUDY	VICKSBURG	MS
JANTOC	SHARON	FT RICHARDSON	AK
JIRANEK	GERALDINE	FT MONMOUTH	NJ
JOHNSON	KAREN	MOBILE	AL
JOHNSON	LISA	NEW ORLEANS	LA
JONES	CHARLENE	APG	MD
KAM	DIANE	FT RICHARDSON	AK
KAWASAKI	STEPHANIE	FT RICHARDSON	AK
KENCHEL	BRIAN	REDSTONE	AL
KESTLER	PAULA	APG	MD
KING	RAYLONDA	APG	MD
KNIGHT	DONNA	FT BENNING	GA
LAMKINS	SHARON	GALVESTON	TX
LAWSON	CHARLES	FT MONMOUTH	NJ
LEACH	SANDRA	LINCOLN	NE
LIPSCOMB	CATHERINE	FT MONMOUTH	NJ
LOUCKS	ROSEMARY	FT RILEY	KS

Last Name	First Name	City	State
MADDOX	VIRGINIA	REDSTONE	AL
MALONE	MARCHA	REDSTONE	AL
MANAHANE	CECILY	FT LEWIS	WA
MARTIN	SUSAN	FT RICHARDSON	AK
MARTIN	JACQUELINE	WARREN	MI
MARTIN	PAULA	MOBILE	AL
MCGREGOR	TERRY	WARREN	MI
MCKENNA	JO ANN	FT MONMOUTH	NJ
MELLO	ROXANNA M	FT MONMOUTH	NJ
MIDKIFF	ROBERT	FT LEWIS	WA
MILAN	MARTHA L	FT BELVOIR	VA
MILLER	VIRGINIA	FT MONMOUTH	NJ
MILLS	VALERIE	FALLS CHURCH	VA
MITCHELL	HELENE	MOBILE	AL
MORGAN	MONA	SAN LUIS OBISPO	CA
MOTLEY	JUDITH	SEATTLE	WA
MURRAY	VERA	KANSAS CITY	MO
NEECE	KATHY	FT IRWIN	CA
NEIDELMAN	SHEILA	WARREN	MI
NEWBY	SUSAN F	FT LEWIS	WA
NEWMAN	BARBARA	KANSAS CITY	MO
OCONNOR	RITA	FT MONMOUTH	NJ
ORTIZ	PATRICIA	SEATTLE	WA
PRUITT	MARY ELAINE	REDSTONE	AL
RAYEL	LUZ	GERMANY	
READUS	MARSHA	REDSTONE	AL
ROBERTS	MARJORIE	APG	MD
ROBINSON	FLORA	WARREN	MI
ROBINSON	GERALDINE	FT LEONARD WOOD	MO
ROBINSON	KIMBERLY	HANOVER	MD
ROGERS	MICHELLE	FT MONMOUTH	NJ
RUSSELL	ANN	FT CARSON	CO
SABIN	DINA	FT MONMOUTH	NJ
SALINAS	TAMMY	NEW ORLEANS	LA
SAWYER	MARY	MOBILE	AL
SCENA	CHRISTINE	FT LEONARD WOOD	MO
SCHMIDT	LINDA	FT MONMOUTH	NJ
SCOPPETTUOLO	GAIL	FT MONMOUTH	NJ
SEFCIK	MARIANNE	GALVESTON	TX
SHANNON	MARI	KANSAS CITY	MO
SHENK	SUSAN	FT BELVOIR	VA
SIMOTTI	CARMEN	FT HUACHUCA	AZ
SIMPKINSON	CYNTHIA	FT MCCOY	WI
SMITH	EDITH	FORT LEWIS	WA
STEWART	MARY	FT MONMOUTH	NJ
SWIGER	DEANA	TACOMA	WA
TAYLOR	ANGELA	MOBILE	AL
TAYLOR	TAMMY	NATICK	MA
THOMPSON	DORIS	FORT GORDON	GA
VAUGHN	REBECCA	REDSTONE	AL
VAZQUEZ	ELEANOR	FT MONMOUTH	NJ
VIENNEAU	SHARON	WATHAM	MA
WAGNER	SHANNON	PICATINNY	NJ
WAREROSAS	RACHEL	SACRAMENTO	CA
WATKINS	VICTORIA M	APG	MD
WHITEN	CHRISTIA	FT MONMOUTH	NJ
WHITFIELD	BETTY	FT RUCKER	AL
WHITFIELD	ROSALIND M	KS CITY	MO
WOJCIECHOWICZ	RUTH	FT MONMOUTH	NJ
WRAY	AMY	FT MONMOUTH	NJ

Central Contractor Registration (CCR) Application

Call 1-888-227-2423 for help on filling out the registration form. This form will facilitate registration on-line at our web site at <http://www.acq.osd.mil/ec>. ALL fields on pages 1 and 2 are required unless otherwise noted. Be sure to keep a copy of the completed form for your records.

GENERAL INFORMATION

_____ + _____
DUNS number¹ Plus Four (if applicable) CAGE Code for address below (OPTIONAL)²

US Federal TIN³ _____ - _____ - _____ OR _____ - _____ - _____
Employer Identification Number (EIN) Social Security Number (SSN)

Legal Business Name (Company or Individual Name - Must match TIN)

Doing Business As (if applicable)

Street Address

Street Address

City	State	Zip or Postal Code	Country	County Name (OPTIONAL)
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Division Name (if applicable)

Division Number (if applicable)

_____/_____/_____ \$ _____ .00

Date Business Started
(month/day/year)

**Accounting Period
Closes (month/day)**

Average # of Employees

Average Annual Revenue
(use 3 year average)

TYPE OF BUSINESS

Corporate Status:

☐ Sole Proprietorship

O Partnership

(select only one)

o Corporation (Indicate where incorporated: State _____ OR Country _____)

0 Corporation providing medical & health care services

O Hospital or extended care facility exempt from taxation

Check all that apply to your company (At least one must be checked)

<ul style="list-style-type: none"> ○ Tribal government ○ Research Institute ○ Sheltered workshop ○ Nonprofit Institution ○ Historically Black College/University ○ Foreign Supplier 	<ul style="list-style-type: none"> ○ Educational Institution ○ Municipality ○ Emerging Business / Other unlisted type ○ Construction firm ○ Federal, State, County, or City Facility 	<ul style="list-style-type: none"> ○ 8(a) Program Participant ○ Service Location ○ Manufacturer ○ Surplus dealer ○ Subgroup ○ Labor Surplus Area Firm ○ S Corporation 	<ul style="list-style-type: none"> ○ Minority owned ○ Woman owned ○ Small Disadvantaged Business ○ Veteran owned ○ American Indian owned ○ Limited Liability Company
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GOODS & SERVICES

List all SIC codes⁴ that identify your company's specific industry (at least one code must be entered; codes are either 4 or 8 numeric digits):

Data Universal Numbering System - Call Dun & Bradstreet at 1-800-333-0505 or 1-703-824-8383 if unsure.

² Commercial and Government Entity Code - If you do not have a CAGE Code, one will be assigned to you, call DLSC-Defense Logistics Service Center at 1-888-352-9333. If unsure.

³ Taxpayer Identification Number - Call the IRS at 1-800-829-1040 if unsure. The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701 (c) (3)).

4 Contact your regional PTAC - Procurement Technical Assistance Center to determine your SIC-Standard Industrial Classification codes. Call 1-703-767-1650 to locate your regional PTAC.

FINANCIAL INFORMATION FOR CONTRACT PAYMENT
EFT - Electronic Funds Transfer (call your Financial Institution for assistance)

Financial Institution Name _____

American Bank Association (ABA) Routing/Transit ID # _____

Account Number _____

Type of Account: ☐ Checking
☐ Savings

Lockbox Number (if applicable): _____

Authorization Date: ____/____/____ (EFT info is valid as of this date. If blank, defaults to date of application.)
(month/day/year)

ACH (Automated Clearing House) Coordinator for Financial Institution

Minimum of one of the following four must be entered: (Note: ACH format will be Corporate Trade Exchange (CTX))

() - () -
1. Phone Number 2. Int'l phone # (if applicable) 3. Fax Number 4. Email (if available)

Registrant's Accounts Receivable Point of Contact Information: Name _____

() - () -
1. Phone Number 2. Int'l phone # (if applicable) 3. Fax Number (Optional) 4. Email (if available)

Remittance Address for payment statement

Check here to use same address as business address on Page 1 ☐ 0, otherwise, fill out information below:

Remittance Name _____

Street Address _____

Street Address _____

City _____

State _____

Zip or Postal Code _____

Country _____

REGISTRATION ACKNOWLEDGMENT

I hereby acknowledge that the information provided is current, accurate, and complete as of the date of this submission.

Print Name Telephone Number Date (month/day/year)

I prefer to receive CCR
correspondence through:
(select only one)

☐ Fax, my fax # is: () -
☐ Email, my email address is: _____
☐ Mail, send correspondence to the business address listed on the Page 1

Who else (point of contact) can we contact to answer questions on this form? Name: _____ Phone #: () -
(If blank, defaults to Registration Acknowledgment Name)

Thank you for your cooperation.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

31 JUL 1997

SARD-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Improved Management of Undefined Contractual Actions

The DODIG recently published an audit report concerning improvements that are required in the management of undefined contractual actions (UCAs). I am enclosing both their summary findings/recommendations and a copy of the Army's response to the draft report.

As that response indicates, we agree that the effective management of UCAs continues to be a problem in the Department of the Army and across the Department of Defense. It is important that responsible acquisition personnel at all levels ensure the adequacy of rationale and related documentation justifying the use of UCAs. It is also essential that our contract managers do a better job of more-aggressively managing and timely definitizing these actions.

One means of improving their oversight is the use of performance goals for your subordinate contracting offices. Indeed, performance-based management systems (e.g. metrics) can be very helpful in tracking these important contractual arrangements. I recommend that you consider their use and that you ensure that the execution and management of UCAs is made an item of special interest during the conduct of your procurement/contracting management review program.

Edward G. Elgart
Acting Deputy Assistant Secretary of the
Army (Procurement)

Enclosures

DISTRIBUTION:

Chief of Staff for Research, Development & Acquisition, HQ, U.S. Army Materiel
Command, ATTN: AMCRDA, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001
Commander, U.S. Army Aviation and Troop Command, ATTN: AMSAT-G, 4300
Goodfellow Boulevard, St. Louis, MO 63120-1798





REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

09 JUL 1997

SARD-PP

MEMORANDUM FOR INSPECTOR GENERAL, DEPARTMENT OF DEFENSE,
400 ARMY NAVY DRIVE, ARLINGTON, VA
22202-2884

SUBJECT: Audit Report on Undefined Contractual Actions (Project No.
6CH-0055)

This responds to your request for comments, subject as above, dated May 7, 1997. Those comments are limited to your **Finding A. Management of Letter Contracts.**

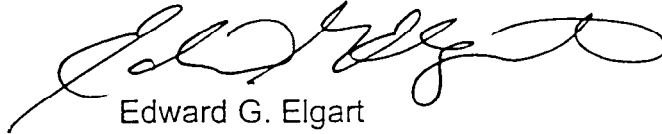
We certainly agree that there is a need for additional emphasis and accountability in managing the use of undefined contractual actions. However, the solution to this problem, we believe, lies in more effectively managing and executing existing policies, rather than publishing new Pentagon pronouncements. Your report (Part I, "Statutory and Regulatory Requirements" and Part II, "Appendix B, Summary of Prior Audits and Other Reviews"), seems to reinforce this point. Policy guidance is unnecessary and not in keeping with the spirit of acquisition reform, workforce empowerment, and the guiding principles in FAR Part 1.

In response to your finding, we will, however, issue a memorandum to the heads of Army contracting activities by July 30, 1997 which emphasizes the need for Army contract managers at all levels to ensure; 1) that documentation justifying the use of undefined contractual actions is sufficient; 2) that these actions are timely defined consistent with the law and the unique, unusual and compelling circumstances which suggest their use; and 3) that existing policies concerning the negotiation of contractor profits and fees are fully implemented.

This direction will emphasize the necessity of more closely monitoring existing systems for managing undefined contractual actions and will encourage Army contracting activities to consider the use of a performance-based management system appropriate to their organization which can be used for tracking these important contract actions. Contracting activities will also be asked to review the execution and management of undefined contractual actions during the conduct of their own procurement management reviews.



We appreciate the opportunity to have our comments concerning your draft findings and recommendations included in your final report.

A handwritten signature in black ink, appearing to read 'E. Elgart', with a stylized, flowing script.

Edward G. Elgart
Acting Deputy Assistant Secretary of the
Army (Procurement)

Thomas, Walter - AFLG

From: Gaines, Toni - AFLG

Sent: Monday, September 22, 1997 9:32 AM

To: Thomas, Walter - AFLG

Cc: Armstrong, Judy - AFLG

Subject: FW: Re-opening of Application Window for AMSC Nonresident Course

From: Bell, Mae - DCSPIM

Sent: Monday, September 22, 1997 9:09 AM

To: Buetow, Guy, ASPE; Burrow, Liz; Culbreath, Tammy; Davis, Charles; Duncan, Linda; Fisk, Terry; Fordham, Beverly; Jessi Stevens; McDonald, Linda; McKibbin, Cheryl; Millines, Lucy - CPAC; Otto, Darla; Raatz, Gerald; Ryan Gina; Telles, Debbie--DCP; Williams, Arlene; Williams, Jacqui; Wozniak, Beverly; Barrett, Beverly - DCSPIM; Barwick, Beverly - DCSRE; Beauchesne, Beverly - PMO; Berkowitz, Linda - G3; Boyer, Ann - CMD GP; Chafin-Poss, Carolyn - IG; Crumpton, Josephine; Dill, Nancy - G6; Dodson, Jane - CMD GP; Douglas, Doris - SJA; Dreyer, Kay - DCSPIM; Green, Connie - PAO; Pinkston, Karen; Sharp, Dee - DCSPIM; Stephens, James - G2; Yuhas, Debra - Chaplain

Cc: 'Lance, Marcia - CPAC'; Jefferis, Vicky - G8; Sakowitz, Philip - SES - DCSPIM; Kerns, Mel - G2; Sokowoski, Louis - G3; Koons, J. Stephen COL AFLG; Leeth, Robert - CIO; Gaines, Toni - AFLG; Hope, Robert - DCSPIM; Canales, Amando - DCSPIM; McGaughey, Leon - DCSPIM; Casale, Trish - DCSPIM; Hammonds, Rodney - DCSPIM; Prosch, Terry - PAO; Stritzinger, Frederick - G3; Hulett, Glenn - DCSPIM; Horton, Achim R. CPT - CMD GP; Campbell, David - AFLG; Kiernan, Vernon - DCSPIM; Wilson, Richard - AFLG; Wilson, William - AFLG; Kaehler, Robert W. - AFLG; Carter, William - DCSPIM; Ginder, Don - DCSPIM; Winders, Wiley - DCSPIM; Allen D. Rue; Danny R. Hardwick; Edward White; Fort Devens; Jim Atwell; Lucy Gonzalez; Mike Hankins; Owens, Richard--DCP; Robert E. Vail; Sam Edge; Sara L. Morgan; Sargent, Larry - CPAC; Severin Johnson; Stevens, Jessi CPO-BUCH; Thomas R. Kalter

Subject: FW: Re-opening of Application Window for AMSC Nonresident Course

Training coordinators...NOTE: Additional AMSC NONRESIDENT (4 May 98 - 23 Apr 99) applications are being solicited by OSA(M&RA. All NON-RESIDENT applications must be forwarded to reach FORSCOM, ATTN: AFPI-CPR by 8 Dec 97.

REMINDER - Resident AMSC applications for Class 98-2 (19 May 98 - 7 Aug 98) are also due at FORSCOM by 8 Dec 97 (reference FORSCOM memorandum, AFPI-CPR, 25 Aug 97, subject: Civilian Leader Development Programs - FY 98).

To ensure every employee is aware and has sufficient time to apply for these opportunities, please advise/remind management and employees that both NONRESIDENT and Resident Class 98-2 applications should be forwarded to reach FORSCOM by 8 Dec 97. "ONLY THE NEW FY 98 APPLICATION FORMS WILL BE ACCEPTED" (hard copies of the new forms were provided in referenced memo). NONRESIDENT and Resident Class 98-2 nominations (original plus two copies each) must be forwarded through command channels to reach FORSCOM, ATTN: AFPI-CPR by 8 Dec 98. Your support in this effort is appreciated. Thank you. Mae.

From: Berardelli, Pemila[SMTP:BerardeP@ASAMRA.HOFFMAN.ARMY.MIL]

Sent: Friday, September 19, 1997 4:14 PM

To: 'Allen, Faye'; 'Bell, Mae T.'; 'Bowser, Pat'; 'Brown, Barbara'; 'Burwell, Joyce'; 'Geppert, Larry'; 'Hu, Lorna'; 'Jones, Phoenicia'; 'Matthews, Maxine'; 'Murrell, Shena'; 'Smith, Sharon'; 'Veith, Barbara'; 'Yi, Yong In (FKCP-LPM)'

Cc: 'Turner, Jane'

Subject: Re-opening of Application Window for AMSC Nonresident Course

This is a quick heads up - official message to follow as soon as I can get to it, but this is FOR REAL - please pass it on!

Due to the low number of nominations received for the next nonresident course (4 May 98-23 Apr 99) the application window is being reopened. Any additional nominations must be submitted IAW FY98 Catalog instructions NLT 5 Jan 98 . Note that only new, FY98 forms will be accepted.

Watch the Catalog web-site for the FY98 edition which will be up in the next few days. Access the web-site via <http://cpol.army.mil>, then click

on Training and Career Development, then click on the Catalog title.
Voila!

Applications submitted to date will be boarded and selections announced as usual after close of the October 97 board. Later nominations will be boarded in February 98 with resident Class 98-2 nominations.

Penny Berardelli

OASA(M&RA)

ATTN: SFCP-COA

200 Stovall Street

Alexandria, VA 22332-0310

Tel. (703) 325-3768 (DSN 221)

Fax 325-1493

email: berardep@asamra.hoffman.army.mil